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August 2024

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Note: Operators using this sample manual are to remove this CASA cover page.

Sample manual CASA revision history

Amendments to this sample manual are recorded below in order of most recent first.

| Version no. | Date | Parts/sections | Details |
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| 1.1 | August 2024 | Cover & page 2 | Updated title, instruction and publishing date, inserted CASA revision history table |
|  |  | Introduction | Amended Sample text 2,3,4,5 & 6 MOS reference |
|  |  | 1.2.1.2 | Inserted ‘Sample text’ and field box |
|  |  | 1.2.1.3 | Amended 3rd paragraph |
|  |  | 1.2.1.4 | Reformatted bullet ‘Process in the event of a failure…’ to subheading |
|  |  | 1.2.1.8 | Amended 2nd paragraph inserted ‘training and’ |
|  |  | 1.2.5.2 | Corrected 2nd bullet ‘many’ to ‘may’ |
|  |  | 1.2.7 | Removed text table 6 title ‘sample’ |
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| 1.0 | April 2024 | All | Initial Issue |

**Note:** Operators using this sample manual are to remove this Sample manual CASA revision history page.

Training and Checking Manual

[Sample Aviation Pty Ltd]

[insert logo if required]

Date:

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Preface

Introduction

Sample text 1 – Operators operating in Air Transport only

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulation 119.170.

The Head of Training and Checking (HOTC) is responsible for the management of the training and checking system as it applies to flight crew members. The [HOTC/HOFO] undertakes all duties under the responsibility of the Chief Executive Officer (CEO) in relation to managing this system for all other non‑flight crew operational safety-critical personnel.

Sample text 2 – Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and holding the voluntary extension to include those activities

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

All aerial work operations conducted by [Sample Aviation] are subject to this training and checking system. [Sample Aviation] conducts aerial work operations, some do not require use of a training and checking system under Regulation 138.125. [Sample Aviation] holds the required voluntary extension approval under section 4.03 of the Part 138 MOS.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of this system for all other operational safety-critical personnel. The [HOTC/applicable Part 119 HOTC or Part 138 HOTC] undertakes relevant duties on behalf of the CEO.

Sample text 3 – Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and have not voluntarily extended their Part 138 TCS

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

Some aerial work operations [Sample Aviation] conducts require a training and checking system. [Sample Aviation] has elected not to voluntarily extend the use of a training and checking system to include other aerial work operations under section 4.03 of the Part 138 MOS. The aerial work operations subject to the training and checking system are:

* [operation 1]
* [operation 2]
* [operation 3].

This manual acts as a single reference document and includes the required training and checking activities for aerial work operations conducted by [Sample Aviation] that do not require the use of a training and checking system.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of the system for all other operational safety-critical personnel. The [HOTC/Part 138 HOTC/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

Sample text 4 – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and have voluntarily adopted a TCS

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

None of the aerial work operations [Sample Aviation] conducts require the use of a training and checking system. [Sample Aviation] holds the CASA approval under section 4.04 of the Part 138 MOS to voluntarily adopt the use of a training and checking system for its aerial work operations.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of this system for all other operational safety-critical personnel. The [HOTC/Part 138 HOTC/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

Sample text 5 – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and has voluntarily adopted a TCS for some aerial work operations but not all aerial work activities

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulations 119.170 and 138.125.

None of the aerial work operations [Sample Aviation] conducts require the use of a training and checking system. [Sample Aviation] holds the CASA approval under section 4.04 of the Part 138 MOS to voluntarily adopt the use of a training and checking system for some, but not all, aerial work operations. The aerial work operations subject to the training and checking system are:

* [operation 1]
* [operation 2]
* [operation 3].

This manual acts as a single reference document and includes the training and checking activities for aerial work operations conducted by [Sample Aviation] that do not require the use of a training and checking system.

The [Head of Training and Checking (HOTC)/applicable Part 119 HOTC or Part 138 HOTC] is responsible for the management of the training and checking system as it applies to flight crew members. The Chief Executive Officer (CEO) remains responsible for the management of the system for all other operational safety-critical personnel. The [HOTC/Part 138 HOTC/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

Sample text 6 – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and not voluntarily adopting a TCS but including their T&C procedures in the manual for convenience

This manual describes [Sample Aviation]’s training and checking system to meet the requirements of Regulation 119.170.

None of the aerial work operations [Sample Aviation] conducts require the use of a training and checking system. [Sample Aviation] has not voluntarily adopted the use of a training and checking system under section 4.04 of the Part 138 MOS for its aerial work operations.

This manual acts as a single reference document and includes the training and checking activities for aerial work operations conducted by [Sample Aviation] that do not require the use of a training and checking system.

For air transport operations:

* the Part 119 Head of Training and Checking (HOTC) is responsible for the management of the training and checking system as it applies to flight crew members
* the Chief Executive Officer (CEO) remains responsible for the management of the training and checking system, for operational safety-critical personnel who are not flight crew members. The [HOTC/HOFO] undertakes relevant duties on behalf of the CEO.

For aerial work operations:

* the [Part 138 CEO/Part 138 HOO] remains responsible for the management of the training and checking procedures
* the [Part 119 HOTC/Part 119 HOFO/Part 138 HOO] undertakes relevant duties on behalf of the CEO.

0.1 Revision history

Amendments to this manual are recorded below in order of most recent first.

| Version no. | Date | Parts/sections | Details |
| --- | --- | --- | --- |
| 1 |  | All | Initial issue |
|  |  |  |  |
|  |  |  |  |

0.2 Distribution list

A copy of this manual is retained in [insert location].

Electronic or printed sections and full copies of this manual are distributed as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| Copy no. | Holder | Electronic copy | Hard copy |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Sample Aviation Pty Ltd] makes this manual available to all relevant persons by [insert dissemination process].

0.3 Definitions, acronyms, and abbreviations

For the meaning of terms used in this document, refer to the CASR Part 1 Dictionary at the end of Volume 5 of CASR or the [CASA glossary](https://www.casa.gov.au/resources-and-education/glossary). Operator-specific terms are defined below.

| Term, acronym, or abbreviation | Definition |
| --- | --- |
| ACM | air crew member |
| C | competent |
| COSPAS/SARSAT | satellite-based SAR distress-alert detection system |
| Crew member | a person is a **crew member** of an aircraft if the person is carried on the aircraft and is:  (a) a person:  (i) who is authorised by the operator of the aircraft to carry out a specified function during flight time relating to the operation, maintenance, use or safety of the aircraft, the safety of the aircraft’s passengers or the care or security of any cargo which may affect the safety of the aircraft or its occupants; and  (ii) who has been trained to carry out that function; or  (b) a person who is on board the aircraft for the purpose of:  (i) giving or receiving instruction in a function mentioned in subparagraph (a)(i); or  (ii) being tested for a qualification associated with a function mentioned in subparagraph (a)(i); or  (c) a person authorised by CASA under these Regulations, or by the operator, to carry out an audit, check, examination, inspection or test of a person mentioned in paragraph (a) or (b). |
| ELT | emergency locator transmitter |
| HFP | human factors principles |
| HUET | helicopter underwater escape training |
| Induction | introducing the worker to the business and the type of work and outlining their roles and responsibilities |
| MR | maintenance release |
| NA | not applicable |
| NYC | not yet competent |
| RFM | rotorcraft flight manual |
| TAWS | Terrain awareness and warning system |

# Description of training and checking system

****Sample text****

[Sample Aviation]’s training and checking system consists of:

* support from [Sample Aviation]’s operational staff, when required
* details of training and checking events required by operational safety critical personnel, including:
  + description of the events and when they are required
  + who can deliver the training or carry out the checks
  + limitations and special procedures relating to events
  + competency assessment procedures
  + process for ‘not yet competent’ (NYC) assessment outcome.
* documentation for training and checking events, including:
  + training and checking event content and supporting reference material
  + methodology for conduct of training and checking events
  + training and checking event report forms.
* process to capture training and checking records
* system to track recurrent training and checking due dates
  + training, and maintenance of continued competency of training and checking personnel, including:
    - in-house training and checking personnel
    - casual or ad-hoc training and checking personnel.
* process for RPL (recognition of prior learning)
* continuous improvement and auditing:
  + HOTC (Head of training and checking) audit process
  + records management procedure for the training and checking manual.
* process to manage contracted training and or checking.

## Training facilities

****Sample text****

Representative training devices and equipment should be used where possible for the practical demonstration of procedures. If an aircraft is used for training and checking purposes, and a component cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

[Sample Aviation] training facilities are located at [Insert details of location].

## Training and checking events

****Sample text****

[Sample Aviation] will only assign crew members to undertake a duty after they have successfully completed all necessary training and checking events in accordance with the training and checking system in this manual.

Individuals and organisations who can conduct training and checking

Training can be delivered, and a check may be conducted, by a person trained and approved for that activity by the HOTC. This is in accordance with section Training and competency of training and checking personnel (1.2.10).

If a Part 142 organisation is used, this will be managed by the operators procedures in the section Management of contracted training and or checking (1.2.9). All personnel approved in accordance with the section Training and competency of training and checking personnel (1.2.10) will be listed on form TC07A Nomination form for training and checking personnel and if required, nominated to CASA.

### Flight crew member training and checking

****Sample text****

Training and checking sequence

All required events must be completed prior to commencement of unsupervised line operations. If the HOTC desires, they may alter the training and checking sequence.

1. Flight crew training and checking sequence

| Event | As part of/when | Occurrence |
| --- | --- | --- |
| Induction | Induction | On commencing employment |
| General emergency training and the general emergency check of competency | Induction | On commencing employment |
| Conversion training | Conversion training | Induction and as required when changing aircraft type or aerial work operation type |
| FCMPC  (Part 133 and 135 operations) | Prior to commencing unsupervised line operations | IFR operations - every 6 months  VFR operations - 6 months after first line check then every 12 months |
| FCMPC  (Part 138 operation that does not require a training and checking system) | Prior to commencing line operations without direct supervision | Every 12 months |
| FCMPC  (Part 138 operation that requires a training and checking system) | Prior to commencing line operations without direct supervision | IFR or NVFR operations - every 6 months  VFR by day operations - 6 months after first line check then every 12 months |
| FCMPC  (Part 138) | Prior to commencing a new type of aerial work operation without direct supervision | When changing aerial work operation type |
| Differences training | As required | As required |
| Line training and line check  (air transport) | After conversion training and prior to commencing unsupervised line operations | Induction and as required when changing aircraft type |
| Command training | Conversion training or prior to operating as PIC for a multi-crew operation | Carried out as part of conversion training for single pilot operations  For an FCM (flight crew member) who has not completed this training - prior to conducting PIC operations for multi-crew operations |
| Non-command seat training | Prior to commencing command operations from the non‑command seat | For an FCM who will be assigned as PIC from the non‑command seat - every FCMPC |
| General emergency check of competency | Recurrent training and checking | In relation to HUET or the use of life raft - every 3 years, otherwise 1 year after previous check of competency |
| Remedial training | Prior to conducting unsupervised operation following an unsuccessful check of competency or proficiency check | As required |
| HFP and NTS | Induction training | Induction |
| SMS training | Induction training | Induction |
| LAHSO (if applicable) | Induction training | Induction and recurrent |
| ACAS | Induction training | As scheduled in recurrent training |
| Dangerous goods training | Induction training | Induction then every 2 years |
| MCC - CASA approved provider | Command training | Induction for multi-crew operations |
| RVSM (if applicable) | Induction training | Induction and every 12 months |
| Task specialist training | Prior to commencing task specialist duties | IFR operations - every 6 months. VFR operations - initial 6 months after check to line, then every 12 months. |

#### ****Induction****

****Sample text****

Induction training will be delivered to any new flight crew member joining [Sample Aviation] in accordance with this section. The syllabus of training and course topics are listed on form **TC01 Flight crew member induction checklist.**

Training plan for new flight crew:

1. induction
   1. training syllabi with additional specialist training as determined by HOTC
   2. general emergency training and the general emergency check of competency
   3. conversion training
2. FCMPC
3. line training and line check (Air Transport)
4. task specialist training (as required)
5. Human Factors Principles (HFP) and NTS training (as required)
6. SMS training (as required)
7. LAHSO training (if applicable)
8. ACAS training (as required)
9. dangerous goods training (as required)
10. MCC training (as required).

#### General emergency training and check of competency

Sample text

Training topics and items marked with an asterisk require the training or checking topics and items to be carried out for each of the aircraft types that the pilot will be operating. The remainder of the training or checking topics and items need only be carried out once.

Training topics and items:

* general emergency and survival procedures
* passenger briefings in an emergency\*
* remote area survival equipment requirements
* Emergency Locator Transmitter (ELT) – satellite-based SAR distress-alert detection system (COSPAS/SARSAT) theory and AMSA response process
* contents of survival and first aid kits that are carried
* fire extinguisher types and usage\*
* life jackets and life rafts (when required)
* crew incapacitation (multicrew)
* physiological effects of depressurisation (if applicable)
* location and deployment of aircraft specific safety and emergency equipment:
  + emergency exit usage\*
  + ELT retrieval and usage\*
  + fire extinguisher retrieval and usage\*
  + first aid kit
  + survival kit
  + life jacket location and donning (in-water practical training when required)
  + life rafts (if required)
  + emergency flotation system (if fitted)
  + emergency breathing system (EBS) (if carried)
  + restraint equipment (if fitted).

The check assesses:

* knowledge of survival procedures appropriate to the proposed area of operations
* knowledge of aerodrome security procedures
* knowledge of evacuation and ditching procedures specific to the aircraft\*
* practical demonstration of location and deployment aircraft specific safety and emergency equipment (where this does not impact on the serviceability status of the equipment)\*:
  + emergency exit usage\*
  + ELT retrieval and usage\*
  + fire extinguisher retrieval and usage\*
  + first aid kit
  + survival kit
  + life jackets (in-water practical demonstration when required)
  + life rafts (if required)
  + emergency flotation equipment\*
  + HUET for rotorcraft (if operated) including practical use of EBS (if carried) – this can be carried out, if and when required, by a third-party contractor.

Where possible, representative training equipment should be used. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for reporting of an unserviceability is followed.

To record a training and competency check use both form TC02A General emergency training course record and form TC02B General emergency check of competency report.

#### Conversion training

****Sample text****

Each flight crew member is required to undergo conversion training. The recognition of prior learning (RPL) process for a flight crew member may be applied by the HOTC. The HOTC will record in the flight crew member’s training records any RPL applied to their training schedule.

Flight crew members operating more than one aircraft type will be required to meet the conversion training competence for each type flown. The HOTC may apply RPL to items listed on form TC03 Conversion training course record where the competence can be successfully demonstrated on another type.

Successful completion of this conversion training satisfies [Sample Aviation]'s command training obligations for single-pilot operations. Multi-crew operations will require additional training as specified in the section Command training (1.2.1.12). [Sample Aviation] will not assign a flight crew member to pilot in command duties until the candidate successfully completes the training and meets the minimum supervised and total flight hours specified in [Sample Aviation] exposition/operations manual section [XXX] and Regulations 133.385, 135.395 and Subsection 23.08 of the Part 138 MOS.

If the flight crew member is to be assigned to carry out VFR flights at night, or carry out IFR flights, the conversion training shall include a night component. If the flight component involves the simulation of abnormal or emergency procedures, passengers or non-essential crew are not to be carried. The training pilot will act as PIC for a flight of this nature.

Training topics and items marked with an asterisk require the training or checking topics and items to be carried out for each of the aircraft types that the pilot will be operating. The remainder of the training or checking topics and items need only be carried out once. Training topics and items will include as a minimum:

* duties and responsibilities for the flight crew member's position
  + specific operator procedures
  + exposition/operations manual content relating to flight conduct\*
  + passenger handling
  + pilot in command responsibilities.
* standard operating procedures for the aircraft type used for the flight
  + flight planning and fuel policy\*
  + maintenance release and MEL (minimum equipment list) procedures
  + journey log and technical log
  + AFM/RFM contents\*
  + exposition/operations manual content including guidance material
  + pre-flight, in-flight and post-flight pilot actions\*.
* normal, abnormal and emergency procedures for the aircraft type used for the flight\*
  + checklist usage and procedures
  + memory items
  + standard departure, arrival and escape routes, special departure procedures and operator procedures for use of suitable forced landing areas.

For aerial work operations, training specific to:

* the kind of aerial work operation to be conducted
* aerial work passenger briefings
* safety demonstrations (if aerial work passengers are carried).

Results of the training will be recorded on form TC03 Conversion training course record.

#### Flight crew member proficiency check

****Sample text****

General

Each flight crew member is required to successfully complete a flight crew member proficiency check prior to unsupervised operations, and recurrently in accordance with the schedule tabled in the section Flight crew member training and checking (1.2.1). Flight crew members operating more than one aircraft type will be required to demonstrate ongoing proficiency on each type flown. The HOTC may apply RPL for some items listed on forms 6A, 6B, 6C or 6D (as appropriate) **flight crew member proficiency check report** where the proficiency can be successfully demonstrated on either type. The RPL process may also be applied when customising proficiency check content for flight crew members who operate both air transport and aerial work flights.

As the proficiency check includes abnormal and emergency items, passengers and or non‑essential crew are not to be carried. Whilst the check pilot is pilot in command (PIC) for the operation, the flight will be conducted with the candidate making all operational decisions about the conduct of the flight as if they were PIC.

If a flight crew member is to be assigned to carry out VFR flights at night, or carry out IFR flights, the proficiency check shall include a night component. Completion of this component will satisfy the night recency requirement.

For aerial work operations, prior to carrying out any new aerial work operation without direct supervision (which they have not previously conducted) for [Sample Aviation] the flight crew member must complete an additional proficiency check for this new operation. If the flight crew member’s existing proficiency check is still in force this check can be limited to the new aerial work operation at the HOTC’s discretion.

Scheduling

The check pilot will ensure that adequate additional preparation time is scheduled prior to the flight to carry out the ground component of the check, and adequate time allowed after completion of the flight for the debrief.

Ground component

The check pilot will conduct the pre-flight knowledge check of the items on form **TC05 Flight crew member proficiency and line check knowledge report**.

The check pilot will brief the candidate, emphasising:

* candidate is PIC under supervision – the check pilot is PIC
* handover/takeover procedures
* confirm the route/aerial work operation of the flight, the sequences to be carried out, and any special considerations or procedures
* procedures for the simulation of abnormal or emergency situations, including
  + minimum altitude/speed/configurations for initiating or discontinuing abnormal or emergency simulations
  + confirming that touch drills only will be conducted
  + method of communication between crew concerning possible undesired aircraft state development
  + clarifying that during simulated abnormal or emergency situations, the check pilot will be responsible for terrain clearance, traffic separation, compliance with ATC or airspace restrictions, weather avoidance, and radio calls, which are outside the scope of the abnormal or emergency situation simulation being carried out.
* actions to be taken in the event of a real abnormal or emergency situation, including
  + who will act as pilot flying
  + actions of non-flying pilot.
* review the items to be checked, the standards expected, and form 6A, 6B, 6C or 6D (as applicable) **flight crew member proficiency check report**

Process in the event of a failure to achieve competency

The check pilot will review:

* candidate flight crew licence, medical, recency, and flight and duty compliance
* flight preparation including weather and NOTAMs, flight planning and notification, fuel calculations and loading, and weight and balance calculations
* aircraft serviceability and equipment including aerial work role or task equipment (if applicable), MEL status etc.
* risk assessment, threat and error management.

Flight component

The check pilot will:

* observe the pre-flight inspection
* confirm candidate knowledge of the aircraft
* confirm compliance with the pre-flight checklist.

The check pilot will direct the candidate to carry out the manoeuvres required in a logical sequence as briefed. Amendment of the sequence due to external factors such as weather, ATC, traffic, is at the check pilot’s discretion. The check pilot will assess the candidate’s performance in accordance with the competency assessment procedures in section Competency assessment procedure in-flight (1.2.1.9) and carry out any emergency situation simulations in accordance with the procedure in section Emergency situation simulations – Aeroplanes (1.2.1.14.1).

The check pilot will observe the post-flight actions of the candidate.

Debriefing

The check pilot will debrief the candidate on their performance with respect to the items on the relevant form 6 and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

#### Differences training

****Sample text****

Where [Sample Aviation] operates variants of an aircraft that have minor differences any applicable familiarisation training for these aircraft may be conducted by a person approved by the HOTC.

CASR 61.200 Differences training

For CASR 61.200 required differences training, the HOTC will select a Part 141 or Part 142 approved organisation or an approved person to provide the required training. At successful completion of the training the Part 61 approved person or organisation will provide the crew member and the HOTC with a certificate of completion.

Familiarisation differences training

Differences training is required if the pilot has demonstrated proficiency in a specific type and then is required to fly the same aircraft type with the following differences:

* equipment such as avionics
* emergency and safety equipment
* engine differences
* weight and balance differences
* performance differences.

The HOTC will design a specific training program for the pilot.

The training will address:

* limitations or systems differences
* equipment location and/or use differences
* normal or emergency procedures differences.

Differences training and assessment will be recorded using form TC11 Differences training record.

#### Line training and supervised line flying

****Sample text****

Line training that may be carried out on the ground is required for non-aircraft specific items:

* safety management system:
  + risk assessment processes
  + risk management practices.
* aerodrome ground handling, aeroplane parking and public safety.

In-flight training:

* The pilot must be trained in the items on form TC04A Flight crew member line training record in each type of aircraft to be operated unless the RPL process enables the HOTC to allow training on one aircraft type to be recognised as satisfying the requirement for training on another type.
* This training will need to occur during a line flight and may be considered ICUS.
* The training pilot will be PIC for line training and supervised line flying.

Line training is designed to expose flight crew to the real-world environment and the processes and procedures used by [Sample Aviation] in the aircraft.

A pilot must have the minimum supervised and total flight hours specified in the [Sample Aviation] exposition/operations manual section [XXX] and will need to meet the requirements of Regulations 133.385, 135.395 and Subsection 23.08 of the Part 138 MOS to act as PIC on a [Sample Aviation] flight.

Flight hours accrued during conversion training, proficiency checks, line training and line checks (where applicable) will count towards this total. If the pilot does not meet this requirement, additional supervised line flying as PICUS will be undertaken.

#### Line check

****Sample text****

General

A line check is required prior to commencing unsupervised line operations. Additionally, the candidate must have successfully completed their FPMPC prior to commencing unsupervised line operations. The line check should be on a routine operation. The flight will be conducted with the candidate making all operational decisions about the conduct of the flight as if they were PIC.

Flight crew members operating more than one aircraft type will be required to meet the line flying competence for each type flown. The HOTC may apply RPL for some items listed on form TC04B Flight crew member line check report where competence can be successfully demonstrated on another type.

Scheduling

The check pilot will ensure that the presence of another pilot can be accommodated, and that adequate time is scheduled prior to the flight to carry out the ground component of the check, and adequate time allowed after completion of the flight to debrief.

Ground component

The check pilot will brief the candidate, emphasising:

* candidate is PIC under supervision – the check pilot is PIC
* no emergencies are to be simulated – actions to be taken in the event of an abnormal or emergency event a real emergency
* review the items to be checked, the standards expected, and form TC04B Flight crew member line check report
* process in the event of a failure to achieve competency.

The check pilot will review:

* flight crew licence, medical, recency and flight and duty compliance
* flight preparation including weather and NOTAMs, flight planning and notification, passenger manifests and loading, fuel calculations and loading, and weight and balance calculations
* aircraft serviceability and equipment, MEL status etc.
* risk assessment, threat and error management.

Flight component

The check pilot will observe the pre-flight inspection.

If applicable, for an air transport flight, the check pilot will act as a passenger for check-in, loading, boarding, seating and briefings. Then they will take their place in the non‑command seat.

The check pilot will observe the candidate’s conduct only and observe sterile cockpit rules.

No emergencies are to be simulated.

If time permits in cruise when the candidate is not actively engaged in essential tasks, the check pilot may discuss potential scenario-based abnormal or emergency situations to gauge the candidate’s likely competence in these situations.

The check pilot will observe the post-flight actions of the candidate.

Debriefing

The check pilot will debrief the candidate on their performance with respect to the items on form TC04B Flight crew member line check report and complete the documentation as soon as possible. The HOTC is to be notified immediately of any failure to achieve competency.

#### Recurrent training and checking

****Sample text****

Recurrent general emergency competency check

Each flight crew member must complete the general emergency check of competency every 12 months. The in-water practical component need only be conducted on the first occasion the flight crew member successfully carries out the check.

Life raft and HUET training and checks are required every 3 years.

Flight crew members operating more than one aircraft type will be required to demonstrate ongoing general emergency competence for each type flown. The HOTC may apply RPL for some items listed on form TC02B General emergency check of competency report where the flight crew member’s competence can be successfully demonstrated on another type. Where the aircraft are substantively similar, the HOTC will determine if the requirement can be met by a single check with oral questions covering system differences.

Recurrent flight crew member proficiency check

Part 133, Part 135, and Part 138 operations when a training and checking system is required

VFR by day

Six months after commencing unsupervised line operations, each flight crew member must complete a recurrent flight crew member proficiency check and then every 12 months.

IFR flights and night VFR flights

Six months after commencing unsupervised line operations, each flight crew member must complete a recurrent flight crew member proficiency check and then every 6 months.

Part 138 operations when a training and checking system is not required

Every 12 months each flight crew member must complete a recurrent flight crew member proficiency check.

Flight crew members operating both single-engine and multi-engine classes

Flight crew members operating both single-engine and multi-engine class aircraft are required to demonstrate proficiency in each class of aircraft. The HOTC may apply RPL for some items listed on form 6A, 6B, 6C or 6D (as appropriate) flight crew member proficiency check report to determine which competencies can be demonstrated in one class and need not be repeated in the other class.

Flight crew members operating multiple aircraft types

Flight crew members operating multiple aircraft types are required to demonstrate proficiency in each type. The HOTC may apply RPL for some items listed on form 6A, 6B, 6C or 6D (as appropriate) flight crew member proficiency check report to determine which competencies can be demonstrated in one aircraft type and need not be repeated in another type.

Recurrent flight crew member proficiency check – additional items for flight crew members who operate from both the command and non-command seat

Flight crew members required to conduct command or PICUS duties from either the command or non‑command seats must complete both:

1. a proficiency check in the command seat
2. all relevant parts of the proficiency check applicable to their duties in the non‑command seat.

The HOTC will determine what topics and items can be demonstrated from either seat that do not need to be conducted from both seats and adjust the proficiency check content accordingly.

Check due date flexibility

The due date for the recurrent checks will be based on the initial check date. For checks required to be carried out every 12 months, a check conducted within the period +/- 90 days of the due date will be considered as being carried out on the due date. For checks required to be carried out every 6 months, a check conducted within the period +/- 30 days of the due date will be considered as being carried out on the due date. If a Flight crew member does not successfully complete a check within the timing mentioned above the check currency period will commence on the date of the next successful check.

#### Competency assessment procedure in-flight

****Sample text****

Flight crew members will be assessed as 'Competent’ (C) or ‘Not yet competent’ (NYC).

To be assessed as competent the candidate must display skills, knowledge and behaviours required to safely and effectively perform a check item. The check pilot will assess the candidate over an entire flight or flights, and will form an overall view of their competency for the check.

When a check item or manoeuvre is listed on a check form, the check pilot will use the applicable Class or Type rating Flight Review and/or Instrument Rating standards in Schedule 2 of the Part 61 MOS for details on the performance standards for each item. The check pilot will assess the candidates performance against the flight tolerances for professional pilots detailed in Schedule 8 of the Part 61 MOS for the manoeuvre. The candidate will be assessed as not yet competent if these tolerances are exceeded.

During a proficiency check a check pilot may allow repeats of a manoeuvre or sequence of manoeuvres for a candidate to attain competency after practice. If the candidate cannot attain the required competency after a reasonable number of attempts, they should be considered as not yet competent in that item. The flight can continue to check further items if desired, and the HOTC will be informed that the candidate is not yet competent.

#### Not yet competent after a check

****Sample text****

If a flight crew member is assessed as not yet competent on a check, the check pilot will inform the HOTC who will ensure the pilot is removed from unsupervised line operations. If the flight crew member is assessed as not yet competent in abnormal or emergency procedures, the subsequent remedial training will be carried out by a pilot authorised to conduct abnormal or emergency procedures simulations. Following successful completion of the remedial training program, the flight crew member must be assessed as competent prior to commencing any unsupervised line operations.

#### Remedial training

****Sample text****

The HOTC will design and implement a remedial training program if a flight crew member is assessed as not yet competent following an unsuccessful check of competency or proficiency check.

The HOTC will record the remedial program training requirements on form TC13 Remedial training record.

#### Command training

****Sample text****

Command training is required prior to a flight crew member being scheduled to operate as a pilot in command. For single-pilot operations command training is included in conversion training as specified in section Conversion training (1.2.1.3). Multi-crew operations command training will be required on upgrade from co-pilot duties or initial transition to a multi-crew aircraft type. Command training will be recorded on form PIC1 Command training record.

[Sample Aviation] will not assign pilot in command duties until the candidate has successfully completed the command training specified on form PIC2 Command clearance to line report and meets the minimum supervised and total flight hours specified in the [Sample Aviation] exposition/operations manual section [XXX] and meets the requirements of Regulations 133.385, 135.395 and if required, Subsection 23.08 of the Part 138 MOS.

The HOTC will record in the flight crew member’s training records any RPL applied to their training requirements.

#### Pilot in command in non-command seat

****Sample text****

Prior to a pilot acting as pilot in command or conducting PICUS duties from the non-command seat a pilot must be trained in the relevant sections of form LT1 Line training pilot training record and or form LC1 Line check pilot training record and complete an operator proficiency check for the duties they are required to perform from the non-command seat.

Flight crew members operating as pilot in command in the non-command seat must demonstrate proficiency from both the command and non-command seat with each flight crew proficiency check. The additional proficiency items required from the non-command seat will be determined by the HOTC applicable to [Sample Aviation] operations.

The HOTC may apply RPL procedures to training and check pilots who hold current Part 61 FIR and FER qualifications.

#### Procedures for simulation of abnormal or emergency situations in-flight

****Sample text****

Note:

**Prior to any flight where the simulation of abnormal or emergency situations is to be carried out, the training or check pilot will verify:**

* **the AFM or RFM does not prohibit the simulation**
* **any procedure for the simulation and subsequent actions contained in the AFM or RFM is accessible, read and understood by all crew members**
* **any limitations and special procedures, including any legislative requirements, and the guidance in this section of the manual, are reviewed and understood by all crew members.**

General

Prior to any simulation, the training/check pilot will announce ‘simulated’ and confirm that the candidate has copied this advice. No circuit breakers which will impact on the safety of the aircraft are to be operated as part of a simulation. Multiple abnormal or emergency simulations involving different systems are not permitted. At the completion of the simulated exercise the training/check pilot must return any system or control to normal condition and notify the candidate that the systems or controls are restored.

During simulated abnormal or emergency situations, the training/check pilot will be responsible for terrain clearance, traffic separation, compliance with ATC or airspace restrictions, weather avoidance, and radio calls which are outside of the scope of the simulated abnormal or emergency exercise.

Abnormal situation simulations

* The training/check pilot will guard any engine or system controls that the candidate may inadvertently operate to prevent inappropriate selection.
* The training/check pilot will alert the candidate to the simulated situation.  
  For example:
  + ‘Simulated – right engine smoke and flames’
  + ‘Simulated – oil pressure gauge reads zero – temperature over red line’
  + ‘Simulated – total electrical failure’
  + ‘Simulated – jammed antitorque pedal’
  + ‘Simulated – governor failure’.
* The training/check pilot will assess:
  + candidate’s recall and simulated actioning of memory items and vital aircraft actions from the checklist
  + candidate’s retrieval of the checklist and actioning of it
  + candidate’s actions to continue the flight safely.
* The training/check pilot will then announce the termination of the exercise.

##### Emergency situation simulations – Aeroplanes

****Sample text****

Single-engine

VFR – simulated complete engine failure and forced landing in cruise – form **6C Single-engine aeroplane flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only in an aircraft position where the candidate can demonstrate sufficient procedures for carrying out a safe forced landing to enable an assessment to be made
* commence the simulation no lower than 1500ft AGL to allow the conduct and assessment of candidate procedures
* announce the simulation and slowly retard the throttle/power lever to idle (zero thrust if applicable) or simulate emergency as per the AFM
* ensure that engine parameters remain in the appropriate ranges for the missed approach and that engine controls are positioned for immediate maximum power
* direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable aerodrome or low flying area. Touch-downs from simulated forced landing approaches are not permitted.

The check pilot will assess:

* immediate control of the flight path attaining optimum glide attitude and IAS
* simulated conduct of recall items/vital actions
* configuration of the aircraft for best glide performance
* selection of a landing area
* plan for both the approach and diversion to intercept the approach path as required
* checklist review and restart if time permits
* passenger briefing and mayday call
* approach path adjustments as necessary
* configuration of aircraft for landing
* shutdown and pre-impact actions
* likelihood of achieving planned touchdown point.

Multi-engine

VFR – simulated complete engine failure during take-off – form **6D Multi-engine aeroplane flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only, no lower than 400ft AGL and no slower than V2 or VTOSS (take-off safety speed) + 10kts
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to idle (zero thrust if applicable)
* return the engine controls to symmetric thrust and direct the candidate to continue a normal departure on conclusion of the simulation.

The check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of maximum power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* configuring the aircraft for best ROC
* securing engine – touch drills only
* planning for continuation of flight and safe landing including radio calls.

VFR – simulated partial engine failure – form **6D Multi-engine aeroplane flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only at any stage of flight no lower than 400ft AGL and no slower than V2 or VTOSS + 10kts
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to a partial power setting of [xx]
* return the engine controls to symmetric thrust and direct the candidate to continue normal flight on conclusion of the simulation.

The check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of maximum power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions
* candidate decision-making in relation to feathering or not.

After check pilot sets zero thrust or elects to continue with partial power:

* configuring the aircraft for best ROC
* securing engine if required
* planning for continuation of flight and safe landing.

VFR – simulated engine failure with asymmetric approach and landing – form **6D Multi-engine aeroplane flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only in normal all-engines flight at a safe speed and height
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to a partial power setting of [xx].
* position the engine controls to enable full take-off power prior to touchdown.

The check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* configuring the aircraft for appropriate performance
* securing engine
* planning for continuation of flight to the circuit and safe landing
* appropriate circuit pattern and gear and flap extension scheduling
* knowledge and application of asymmetric committal height considerations.

IFR – departure and climb after take-off with one engine simulated inoperative – form **6D Multi‑engine aeroplane flight crew member proficiency check report**.

The check pilot will:

* introduce, as soon as safe to do so after take-off, simulated instrument meteorological conditions (IMC) by day only using a hood
* initiate the simulation no lower than 400ft AGL and no slower than V2 or VTOSS + 10kts
* announce ‘simulation‘ and slowly retard the throttle/power lever of the desired engine to idle (zero thrust if applicable)
* return the engine controls to normal and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of maximum power and maintaining appropriate airspeed
* timely identification and nomination of 'failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* configuring the aircraft for best ROC
* securing engine – touch drills only
* manoeuvring the aircraft for climb to MSA or LSALT clear of obstacles or use of an escape route or special procedure
* planning for continuation of flight and safe landing including radio calls.

IFR – instrument approach with one engine simulated inoperative – form **6D Multi-engine aeroplane flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only in simulated IMC conditions at an appropriate time prior to final approach on a planned instrument approach
* announce ‘simulation’ and slowly retard the throttle/power lever of the desired engine to idle (zero thrust if applicable)
* return the engine controls to symmetric thrust and direct the candidate to continue a normal approach on conclusion of the simulation.

This exercise can be continued to become the missed approach with one engine simulated inoperative sequence, if desired.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* immediate control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for feather/shutdown actions.

After check pilot sets zero thrust:

* as applicable, configuring the aircraft for best ROC, level flight at a safe speed, or continued descent
* securing engine – touch drills only
* manoeuvring the aircraft for continuation of the approach
* planning for continuation of flight and safe landing including radio calls.

IFR – missed approach with one engine simulated inoperative – form **6D Multi-engine aeroplane flight crew member proficiency check report**.

The check pilot will:

* if desired, initiate the simulation by day only in simulated IMC conditions at an appropriate time on final approach during the ‘instrument approach with one engine simulated inoperative’ sequence
* direct the candidate to commence a missed approach
* return the engine controls to normal and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* continued directional control of the flight path and optimum attitude maintenance during power application
* configuring of the aircraft for best ROC
* manoeuvring the aircraft for missed approach
* planning for continuation of flight and safe landing including radio calls.

##### Emergency situation simulations – Rotorcraft

****Sample text****

Single-engine

VFR – simulated complete engine failure and forced landing in cruise – form **6A Single-engine helicopter flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only in an aircraft position where the candidate can demonstrate sufficient procedures for carrying out a safe forced landing to enable a ‘competent’ assessment
* commence the simulation no lower than 1000ft AGL to allow conduct and assessment of emergency procedures
* ensure the engine remains in the correct operating temperature range for the missed approach
* direct the candidate to execute a missed approach to ensure the aircraft remains above 500ft AGL unless aligned with a suitable aerodrome or low flying area.

The check pilot will announce the simulation and retard the throttle to idle (or simulate an emergency as per RFM).

The check pilot will assess:

* immediate control of RRPM and initiation of autorotative flight
* immediate control of the flight path attaining optimum glide attitude and IAS
* simulated conduct of recall items/vital actions
* configuring of the rotorcraft for appropriate range
* selection of a landing area
* planning of the approach and diversion to intercept the approach path as required
* checklist review and restart if time permits
* passenger briefing and mayday call
* approach path adjustments as necessary
* configuring of aircraft for landing
* shutdown and pre-impact actions
* likelihood of achieving planned touchdown point.

Multi-engine

VFR – simulated complete engine failure during take-off – form **6B Multi-engine helicopter flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day either prior to VTOSS (allowing for an aborted take-off) or post VTOSS (expecting to fly-away)
* announce ’simulation‘ and retard the power lever of the desired engine to idle (RFM procedure for simulating an engine failure)
* return the engine controls to normal operations and direct the candidate to continue a normal departure (in the event of a fly-away) on conclusion of the simulation.

The check pilot will assess:

* in rotorcraft – immediate control of RRPM and abort or flyaway
* immediate control of the flight path and attaining optimum airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* planning for continuation of flight and safe landing including radio calls.

VFR – simulated engine failure with approach and landing – form **6B Multi-engine helicopter flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only in normal all-engines flight at a nominated speed and height
* announce ‘simulation’ and retard the power lever of the desired engine in accordance with the RFM procedure
* monitor the engine position to return to flight position if necessary.

The check pilot will assess:

* immediate control of RRPM and attain correct airspeed
* immediate control of the flight path and attaining optimum attitude
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* planning for continuation of flight to the circuit and safe landing
* appropriate circuit pattern and OEI approach procedures
* knowledge and application of OEI committal height considerations.

IFR – departure and climb after take-off with one engine simulated inoperative – form **6B Multi-engine helicopter flight crew member proficiency check report**.

The check pilot will:

* introduce simulated IMC conditions by day using a hood (or similar) as soon as practicable after take-off
* initiate the simulation no lower than 400ft AGL and post VTOSS + 10kts or VMINI + 10kts (whichever the higher)
* announce ‘simulation’ and retard the power lever of the desired engine to idle
* return the engine controls to normal operations and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* control of RRPM
* control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* manoeuvring the aircraft for climb to MSA or LSALT clear of obstacles or use of an escape route
* planning for continuation of flight and safe landing including radio calls.

IFR – instrument approach with one engine simulated inoperative – form **6B Multi-engine helicopter flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only in simulated IMC conditions at an appropriate time prior to final approach on a planned instrument approach
* announce ‘simulation’ and slowly retard the power lever of the desired engine to idle
* monitor power requirements to ensure remaining engine remains within ‘maximum continuous range’ and direct the candidate to continue a normal approach on conclusion of the simulation.

If desired, this exercise can be continued to become the missed approach one engine simulated inoperative sequence check.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* control of RRPM
* control of the flight path and attaining optimum attitude
* application of power and maintaining appropriate airspeed
* timely identification and nomination of ‘failed’ engine
* simulated conduct of recall items/vital actions – touch drills only for shutdown actions
* manoeuvring the aircraft for continuation of the approach
* planning for continuation of flight and safe landing including radio calls.

IFR – missed approach with one engine simulated inoperative – form **6B Multi-engine helicopter flight crew member proficiency check report**.

The check pilot will:

* initiate the simulation by day only, in simulated IMC conditions, if desired and at an appropriate time on final approach during the ‘instrument approach with one engine simulated inoperative’ sequence
* direct the candidate to commence a missed approach
* return the engine controls to normal and direct the candidate to continue a normal departure on conclusion of the simulation.

With the candidate controlling the aircraft solely with the flight instruments, the check pilot will assess:

* control of RRPM
* continued directional control of the flight path and optimum attitude maintenance during power application
* configuring the aircraft for best ROC
* manoeuvring the aircraft for missed approach
* planning for continuation of flight and safe landing including radio calls.

##### Actions in the event of a genuine emergency

****Sample text****

If the candidate does not initiate the following in a timely manner, the training or check pilot will:

* apply appropriate control inputs as necessary to ensure immediate control of the flight path and correct IAS
* identify the failure/emergency and initiate recall items/vital actions.

If the candidate is assessed as managing the situation correctly and circumstances permit, the training or check pilot will:

* announce that the emergency is real
* advise the candidate to continue to act as flying pilot
* monitor the candidate's actions and assist where required
* confirm shutdown actions prior to allowing the candidate to execute them.

If the candidate is not likely to manage the situation effectively or if the safety of the flight is in doubt, the training or check pilot will:

* use the handover/takeover drill to become flying pilot
* advise the candidate to continue to act as non-flying pilot
* request assistance from the candidate where necessary
* if feasible, seek confirmation prior to shutdown actions.

#### Human factors principles and non-technical skills training

RESERVED

#### Safety management system training

RESERVED

#### Dangerous goods training

RESERVED

#### Prescribed single-engine operations

RESERVED

### Task specialist training

RESERVED

### Air crew member training and checking events

****Sample text****

Training and checking sequence

All required components must be completed prior to commencement of unsupervised line operations. If operationally required, the HOTC may alter the training sequence.

1. Air crew member training and checking sequence

| Event | As part of/when | Occurrence |
| --- | --- | --- |
| Induction | Induction | On commencing employment |
| General emergency training and check of competency | Induction | On commencing employment |
| Conversion training | Conversion training | Induction and when assigned duties to a new aircraft type or a new kind of aerial work operation |
| Aircrew member proficiency check | Prior to commencing unsupervised line operations | Induction and when assigned duties to a new aircraft type or a new kind of aerial work operation |
| Line training and line check  (air transport only) | Line training and line check | Induction and when assigned duties to a new aircraft type |
| Differences training  (air transport only) | Differences training | When assigned duties in relation to an aircraft type, equipment or area of operations with differences to what the crew member has previously qualified on |
| General emergency check of competency | Recurrent training and checking | In relation to HUET or the use of life raft – every 3 years, otherwise 1 year after previous check of competency |
| Aircrew member proficiency check | Recurrent training and checking | 1 year after commencing unsupervised line operations - then every 12 months |
| Remedial training | Prior to conducting unsupervised operation following an unsuccessful check of competency or proficiency check | As required |
| HFP and NTS - not required until CASA determined implementation date | Induction training and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| SMS training - not required until CASA determined implementation date | Induction training and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| Dangerous goods awareness training | Induction training and recurrent training and checking | Induction then every 2 years. |

#### Induction

****Sample text****

Induction training will be delivered to any air crew member (ACM) joining [Sample Aviation]. The syllabus of training and course topics are listed on form TC08 ACM/MTS member induction checklist. Where a new employee has previous experience as an air crew member, the recognition of prior learning (RPL) process may occur at the discretion of the HOTC. The HOTC will record in the air crew member’s training records any RPL applied to their training requirements.

Training plan for new air crew:

1. induction and additional specialist training required as determined by HOTC
2. general emergency training and general emergency check of competency
3. conversion training
4. air crew member proficiency check
5. line training and line check (air transport).

Elements of the air crew member general emergency training and conversion training may be conducted concurrently during induction training. For example, the use of fire extinguishers and firefighting procedures.

#### General emergency training and check of competency

****Sample text****

The [Sample Aviation] general emergency training and check of competency is conducted as part of induction training. It is specific to the type of aircraft and operation the air crew member has been assigned duties.

Form TC02A General emergency training course record contains the training items to be covered and is used to record the training. Training items on the form that are generic across the aircraft fleet and operational activities do not need to be repeated for each aircraft type.

Form TC02B General emergency check of competency report is used to report on the outcome of the check of competency and includes the items covered in training.

HUET and emergency breathing systems (EBS) training can be carried out, if and when required, by a third-party contractor.

Representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment where possible. When either emergency exits are operated, or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

#### Conversion training and air crew member proficiency check

****Sample text****

Each [Sample Aviation] air crew member is required to undergo conversion training as part of induction training and when assigned duties for a new aircraft type.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the air crew member’s training records any RPL applied to their training requirements.

Form TC09A ACM/MTS conversion training record contains the training items to be covered and is used to record the training.

At the conclusion of their conversion training and prior to commencing unsupervised line operations the air crew member will undergo a proficiency check.

Form TC09B ACM/MTS conversion proficiency check **report** is used to record the outcome of the air crew member proficiency check and includes the items covered in conversion training.

#### Line training and air crew member line check

****Sample text****

[Sample Aviation] line training is undertaken as part of induction training and when assigned duties on a new aircraft type. The training is specific to the area of operations the air crew member is assigned duties.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the air crew member’s training records any RPL applied to their training requirements.

Line training will be conducted as part of normal operations and includes both ground and line flying elements.

1. Line training requirements

| Line training required | Ground | Sectors | Aircraft hrs |
| --- | --- | --- | --- |
| Day operations |  |  |  |
| Night operations |  |  |  |
| NVIS |  |  |  |
| Total |  |  |  |

The HOTC may reduce the number of hours and sectors based on the air crew members previous experience in the aircraft type or area of operation. The HOTC will record in the air crew member’s training records any reduction applied to their line training requirements.

Form TC10A ACM/MTS line training record contains the line training items and is used to record the training.

A line check is required prior to commencing unsupervised line operations.

A line check will be conducted as part of a normal operation with the air crew member making all operational decisions about the conduct of their duties as if they were the air crew member on duty.

Form TC10B ACM/MTS line check report contains the line check items and reports on the outcome of the check.

#### Differences training

****Sample text****

Prior to being assigned duties in relation to an aircraft, equipment or area of operations with differences to what the crew member has previously qualified on differences training is required for air crew already operating another aircraft type with [Sample Aviation].

Line flying training may be required after an air crew member undertakes differences training. This is at the discretion of the HOTC. Where line flying training is deemed necessary, it will be conducted prior to unsupervised line operations.

Differences training will address:

* aircraft limitations and systems
* location and use of aircraft equipment
* normal and emergency procedures.

Form TC11 Differences training record is used to record the training.

#### Recurrent training and checking

****Sample text****

[Sample Aviation] recurrent checking for air crew members includes:

* general emergency check of competency
* ACMPC.

Where possible, representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

General emergency check of competency

Each air crew member must complete the general emergency check of competency every 12 months, except HUET and life raft components that must be undertaken every 3 years.

In-water practical training will be carried out as part of the air crew members induction training and check of competency and is not required as part of the recurrent check.

The recurrent general emergency check of competency is specific to the aircraft class or types on which the air crew member is assigned duties. Where aircraft types and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single checking event covering any differences.

Form TC02B General emergency check of competency report is used to report the outcome of the check of competency.

Air crew member proficiency check

Air crew members must complete a recurrent proficiency check 1 year after commencing unsupervised line operations, and then every 12 months after the previous proficiency check.

Recurrent proficiency checks should be conducted for each aircraft class or type on which the air crew member is assigned duties. Where the aircraft and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single check covering any differences.

Form TC12 ACM/MTS recurrent proficiency check report contains the topics and items to be covered and is used to record the outcome of the proficiency check.

Check due date flexibility

The due date for the recurrent checks will be based on the initial check date. For checks required to be carried out every 12 months, a check conducted within the period +/- 90 days of the due date will be considered as being carried out on the due date. If an air crew member does not successfully complete a check within the time period mentioned above, the check currency period will commence on the date of the next successful check.

#### Competency assessment procedure

****Sample text****

Air crew members will be assessed as ‘Competent’ (C) or ‘Not yet competent’ (NYC).

To be assessed as competent the candidate must display skills, knowledge and behaviours required to safely and effectively perform a check item. The ACM checker will assess candidates over an entire flight or flights and form an overall view of their competency for the check.

During a proficiency check an ACM checker may allow a candidate to repeat a procedure to attain competency after practice. If the candidate cannot attain the required competency after a reasonable number of attempts, they should be considered as not yet competent in that item. If desired, the flight can continue to check further items, and the HOTC will be informed that the candidate is not yet competent.

#### Not yet competent after a check

****Sample text****

If an air crew member is assessed as not yet competent on a check, the ACM checker will inform the HOTC who will ensure the ACM is removed from unsupervised line operations. The subsequent remedial training will be carried out by an ACM trainer authorised to conduct the training. Following successful completion of the remedial training program, and prior to commencing any unsupervised line operations the ACM must be assessed on a subsequent check as competent.

#### Remedial training

****Sample text****

If an aircrew member is assessed as not yet competent following an unsuccessful check of competency or proficiency check, the HOTC will design and implement a remedial training program.

The HOTC will record the remedial program training requirements on form TC13 Remedial training record.

#### Human factors principles and non-technical skills training

RESERVED

#### Safety management system training

RESERVED

#### Dangerous goods training

RESERVED

#### Senior cabin crew training and checking

RESERVED

### Medical transport specialists training and checking events

****Sample text****

All required components must be completed prior to commencement of unsupervised line operations. If operationally required, the HOTC may alter the training sequence.

1. Medical transport specialist training and checking sequence

| Event | As part of/when | Occurrence |
| --- | --- | --- |
| Induction | Induction | On commencing employment |
| General emergency training and check of competency | Induction | On commencing employment |
| Conversion training | Conversion training | Induction and when assigned duties to a new aircraft type |
| Medical transport specialist proficiency check | Prior to commencing unsupervised line operations | Induction and when assigned duties to a new aircraft type |
| Line training and line check | Line training and line check | Induction and when assigned duties to a new aircraft type |
| Differences training | Differences training | When assigned duties in relation to an aircraft type, equipment or area of operations with differences to what the crew member has previously qualified on |
| General emergency check of competency | Recurrent training and checking | HUET or the use of life raft - every 3 years, otherwise 1 year after previous check of competency |
| Medical transport specialist proficiency check | Recurrent training and checking | 1 year after commencing unsupervised line operations, then every 12 months |
| Remedial training | Prior to conducting unsupervised operation following an unsuccessful check of competency or proficiency check | As required |
| HFP and NTS - not required until CASA determined implementation date | Induction and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| SMS training - not required until CASA determined implementation date | Induction and recurrent training and checking | Induction and as stated in the [Sample Aviation] exposition/operations manual |
| Dangerous goods awareness training | Induction and recurrent training and checking | Induction then every 2 years. |

#### Induction

****Sample text****

Induction training will be delivered to any medical transport specialist (MTS) joining [Sample Aviation]. The induction training topics are listed on form TC08 ACM/MTS member induction checklist. Where a new employee has previous experience as a medical transport specialist, the recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the medical transport specialist's training records any RPL applied to their training requirements.

Training plan for new medical transport specialist:

1. operator induction training
2. general emergency training and general emergency check of competency
3. conversion training and medical transport specialist proficiency check
4. line training and line check.

Elements of the medical transport specialist general emergency training and conversion training may be conducted concurrently during induction training. For example the use of fire extinguishers and firefighting procedures.

#### General emergency training and check of competency

****Sample text****

The [Sample Aviation] general emergency training and check of competency is conducted as part of induction training. It is specific to the type of aircraft and operation the medical transport specialist has been assigned duties.

Form TC02A General emergency training course record contains the training items to be covered and is used to record the training. Training items on the form that are generic across the aircraft fleet and operational activities do not need to be repeated for each aircraft type.

Form TC02B General emergency check of competency report is used to report on the outcome of the check of competency and includes the items covered in training.

HUET and emergency breathing systems (EBS) training can be carried out, if and when required, by a third-party contractor.

Representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment where possible. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

#### Conversion training and medical transport specialist proficiency check

****Sample text****

Each [Sample Aviation] medical transport specialist is required to undergo conversion training as part of induction training and when assigned duties for a new aircraft type.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the medical transport specialist's training records any RPL applied to their training requirements.

Form TC09A ACM/MTS conversion training record contains the training items to be covered and is used to record the training.

At the conclusion of their conversion training and prior to commencing unsupervised line operations, the medical transport specialist will undergo a proficiency check.

Form TC09B ACM/MTS conversion proficiency check report is used to record the outcome of the medical transport specialist proficiency check and includes the items covered in conversion training.

#### Line training and line check

****Sample text****

[Sample Aviation] line training is undertaken as part of induction training and when assigned duties on a new aircraft type. The training is specific to the area of operations the medical transport specialist is assigned duties.

The recognition of prior learning (RPL) process occurs at the discretion of the HOTC. The HOTC will record in the medical transport specialist’s training records any RPL applied to their training requirements.

Line training will be conducted as part of normal operations and includes both ground and line flying elements.

1. Line training

| Line training required | Ground | Sectors | Aircraft hrs |
| --- | --- | --- | --- |
| Day operations |  |  |  |
| Night operations |  |  |  |
| NVIS |  |  |  |
| Total |  |  |  |

The HOTC may reduce the number of hours and sectors based on the medical transport specialist’s previous experience in the aircraft type or area of operation. The HOTC will record in the medical transport specialist’s training records any reduction applied to their line training requirements.

Form TC10A ACM/MTS line training record contains the line training items and is used to record the training.

A line check is required prior to commencing unsupervised line operations.

A line check will be conducted as part of normal operations with the medical transport specialist making all operational decisions about the conduct of their duties as if they were the medical transport specialist on duty.

Form TC10B ACM/MTS line check report contains the line check items and is used to report on the outcome of the check.

#### Differences training

****Sample text****

Prior to being assigned duties in relation to an aircraft, equipment or area of operations with differences to what the medical transport specialist has previously qualified on, differences training is required for any medical transport specialist already operating another aircraft type with [Sample Aviation].

Line flying training may be required after a medical transport specialist undertakes differences training. This is at the discretion of the HOTC. Where line flying training is deemed necessary, it will be conducted prior to unsupervised line operations.

Differences training will address:

* aircraft limitations and systems
* location and use of aircraft equipment
* normal and emergency procedures.

Form TC11 Differences training record is used to record the training items.

#### Recurrent training and checking

****Sample text****

[Sample Aviation] recurrent checking for medical transport specialists includes:

* general emergency check of competency
* medical transport specialist proficiency check.

Representative training equipment should be used for the practical demonstration of the use of safety and emergency equipment where possible. When either emergency exits are operated or aircraft equipment is used for training purposes and cannot be restored to a serviceable condition, the trainer/checker is to ensure that an entry is made in the appropriate maintenance documentation and the [Sample Aviation] procedure for management of an unserviceability is followed.

General emergency check of competency

Each medical transport specialist must complete the general emergency check of competency every 12 months, except HUET and life raft components that must be undertaken every 3 years.

In-water practical training will be carried out as part of the medical transport specialist’s induction training and check of competency and is not required as part of the recurrent check.

The recurrent general emergency check of competency is specific to the aircraft class or types on which the medical transport specialist is assigned duties. Where aircraft types and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single training and checking event covering any differences.

Form TC02B General emergency check of competency report is used to report the outcome of the check of competency.

Medical transport specialist proficiency check

Medical transport specialists must complete a recurrent proficiency check 1 year after commencing unsupervised line operations, and then every 12 months after the previous proficiency check.

Recurrent proficiency checks should be conducted for each aircraft class or type on which the medical transport specialist is assigned duties. Where the aircraft and procedures are substantially similar, the HOTC will determine if the requirement can be met by a single check covering any differences.

Form TC12 ACM/MTS recurrent proficiency check report contains the topics and items to be covered and is used to record the outcome of the proficiency check.

Check due date flexibility

The due date for the recurrent check will be based on the initial check date. For checks required to be carried out every 12 months, a check conducted within the period +/- 90 days of the due date will be considered as being carried out on the due date. If a medical transport specialist does not successfully complete a check within the timing mentioned above, the check currency period will commence on the date of the next successful check.

#### Competency assessment procedure

****Sample text****

Medical transport specialists will be assessed as ‘Competent’ (C) or ‘Not yet competent’ (NYC).

To be assessed as competent the candidate must display skills, knowledge and behaviours required to safely and effectively perform a check item. The medical transport specialist checker will assess candidates over an entire flight or flights and form an overall view of their competency for the check.

During a proficiency check a medical transport specialist checker may allow a candidate to repeat a procedure to attain competency after practice. If the candidate cannot attain the required competency after a reasonable number of attempts, they should be considered as not yet competent in that item. If desired, the flight can continue to check further items, and the HOTC will be informed that the candidate is not yet competent.

#### Not yet competent after a check

****Sample text****

If a medical transport specialist is assessed as not yet competent on a check, the medical transport specialist checker will inform the HOTC who will ensure the medical transport specialist is removed from unsupervised line operations. The subsequent remedial training will be carried out by a medical transport specialist trainer authorised to conduct the training. Following successful completion of the remedial training program, and prior to commencing any unsupervised line operations, the medical transport specialist must be assessed on a subsequent check as competent.

#### Remedial training

****Sample text****

The HOTC will design and implement a remedial training program if a medical transport specialist is assessed as not yet competent following an unsuccessful check of competency or proficiency check.

The HOTC will record the remedial program training requirements on form TC13 Remedial training record.

#### Human factors principles and non-technical skills training

RESERVED

#### Dangerous goods training

RESERVED

### Continuous improvement and audit processes

#### HOTC audit process

****Sample text****

At least every 12 months the HOTC will carry out an audit of the training and checking system and its operation to determine both legislative and exposition or operations manual compliance. The audit will review, at least:

* qualifications, recency, flight and duty compliance of training and checking personnel
* training and checking status of training and checking personnel
* sampling of training and checking event records for completeness and accuracy
* sampling or observation of training or checking events for standardisation purposes
* pass rates of flight crew members during initial and recurrent checks
* determine any opportunities for improvement.

Results of the audit are to be recorded on form A21 HOTC audit report and forwarded to the HOFO.

#### Procedures for review and revision of the training and checking manual

****Sample text****

At least every 12 months the HOTC will carry out an audit of the training and checking system manual content to determine its continued accuracy and relevance. This audit will review, at least:

* pass rates and possible adjustment to training programs if required
* changes to operations or equipment that may require adjustments to programs
* changes to regulations or standard practices requiring adjustments
* changes and improvements to training programs from SMS feedback.

Any changes needed that are identified as a result of this review are to be entered by the HOTC as a ‘need identified for change’ instigator in the change management process in the exposition/operations manual. The HOTC will draft proposed changes to the exposition/operations manual and include these in the proposed change documentation.

### Process for recognition of prior learning

****Sample text****

Flight crew members, aircrew members and medical transport specialists who have previously carried out air transport/aerial work operations or have completed training and checking events with other operators, may be eligible for recognition of prior learning (RPL). Application of the RPL process occurs at the discretion of the HOTC.

The HOTC may approve RPL under the advice of the applicable aircrew member supervisor and or medical transport specialist supervisor.

Checking events required by the training and checking system cannot take advantage of RPL.

When considering any matter for RPL the HOTC will apply these principles:

* The training topics, method of delivery, and aircraft or equipment type need to be the same or very similar.
* Ideally the training will have been completed within the previous 6 months although this may be varied for industry recognised qualifications. For example, HUET training is recognised as being valid for a 3‑year period.
* For in-aircraft training, the routes or tasks and flight profiles carried out under the previous operator’s system, need to be similar to [Sample Aviation] proposed tasks for the flight crew member.

The HOTC will design an appropriate assessment to determine the validity of the evidence from the previous operator. The outcome of this assessment will determine which areas of the training program need not be repeated. The HOTC will keep records of the evidence, the assessment, and the adjustments to the training program for that crew member and saves them to the crew member’s records.

The HOTC will request the records of the flight crew member from their previous operator and review them to determine what previous training can be recognised and not repeated for [Sample Aviation].

### Training and checking records capture process

****Sample text****

As soon as possible after the completion of a training or checking event, the trainer and or checker will complete the relevant training and checking form and annotate the result. Within 21 days the form must be saved to the company records management system and a copy placed on the respective crew member’s file.

[Sample Aviation] training and checking records are kept in accordance with the exposition/operations manual.

Personnel training and checking records

[Sample Aviation] records are kept in accordance with the following:

1. Personnel training and checking record

| Type of record | Electronic | Paper | Retention period |
| --- | --- | --- | --- |
| Training and checking – flight crew |  |  | 5 years |
| Training and checking – cabin crew |  |  | 1 year |
| Training and checking – air crew |  |  | 5 years |
| Training and checking – medical transport specialist |  |  | 1 year |
| Training and checking – ground support duties |  |  | 1 year |
| Flight crew licence and medical (copy) |  |  | Period during which flight crew member is exercising privileges for [Sample Aviation]. |

Note: The retention time is the period after the person ceases to be a member of [Sample Aviation] personnel that the record is kept.

Making records

Form **A15 Personnel training and checking record** is to be completed within 21 days after an employee carries out any training, checking or qualification activity. Records include specific information related to the activity undertaken, as well as the qualification/certificate or flying experience achieved.

Records will be created and retained for:

* training events
* checks, flight tests, flight reviews or assessments of competency
* attainment of any qualification or certificate as required by the training and checking system
* attainment of any flying experience that is required for the conduct of activities
* human factors principles or non-technical skills training
* SMS training/education.

Availability of records

Personnel may review their own training and checking records at any time using secure access to the server.

Requests from other operators for a copy of training and checking records may be made to [Sample Aviation]. In this case, the HOFO will arrange for the requested documents to be supplied within 7 days provided that the employee has provided written approval for their release.

### Tracking of recurrent training and or check due dates

****Sample text****

The trainer or checker will enter the details of a successfully completed training and or check event into the records management system and will update the due date for the next recurrent training and or check event as soon as possible after the completion of each check.

The details of the completed training or successful check event will also be entered into the rostering system to record the currency of each relevant training or check event. Additionally the trainer or checker must provide (at least 14 days prior to the recurrent training and or check event falling due) an alert of the due date for a recurrent training or check event.

### Management of contracted training and or checking

****Sample text****

Prior to entering into a contract with a Part 142 operator, the HOTC will review the Part 142 operator’s AOC to confirm the proposed training and checking activity is authorised by CASA. When satisfied, the HOTC will liaise with the CEO to prepare a contract for the provision of training and checking services and record approved activities on form TC07B Part 142 listed contracted training and checking organisation **record**.

Prior to any training or checking activity being conducted by a Part 142 operator, the HOTC will ensure the trainer or checker who will carry out the activity for [Sample Aviation] holds the appropriate Part 61 authorisations.

The HOTC will monitor the training and checking conduct and outputs as an ongoing requirement.

### Training and competency of training and checking personnel

#### General

****Sample text****

[Sample Aviation] may use employed flight crew or engage individuals specifically for the conduct of training and checking activities. Training and check flight crew members who will not be conducting in‑flight abnormal or emergency activities may be selected by the HOTC from [Sample Aviation] flight crew who have demonstrated above average knowledge, skills, and experience.

Note: The general emergency training and check of competency may also be conducted by air crew members or medical transport specialists.

All flight crew who will be conducting training and checking activities for [Sample Aviation] will undergo training by persons with training experience and qualifications for the proposed task in accordance with the Training and checking pilot training course requirements for specific tasks table below. The HOTC will determine the level of training required to conduct the activity and use, if applicable, the RPL process. The results of the training delivered to these individuals will be recorded on form TC01 Flight crew member induction checklist.

The HOTC will ensure all individuals approved to carry out training and checking activities in accordance with this section are listed on form TC07A Nomination form for training and checking personnel and if required, nominated to CASA.

Some individuals used for training and checking duties may possess suitable qualifications and experience, including Part 61 qualifications and or approvals but may not meet all [Sample Aviation] requirements to conduct air transport or aerial work flights. Such individuals will only be authorised to carry out in-flight training and checking activities on flights that are not air transport or aerial work.

For in-flight activities, the HOTC shall verify that persons conducting training and checking hold the appropriate Part 61 qualifications and meet all recency requirements to act as the PIC for the aircraft and the activity that is the subject of the training and or check.

If the training or checking activity is to be carried out during a [Sample Aviation] air transport or aerial work operation, the training or check pilot must meet [Sample Aviation]’s requirements to act as pilot in command for the flight, from the seat they will be occupying during the flight.

Training or check pilots who will be carrying out proficiency checks and conversion training involving abnormal and emergency procedure simulations must hold an FIR with current FPC, or FER with current EPC, endorsed for the required aircraft class or type, and activity. The training or check pilot must also comply with the guidance in section Procedures for simulation of abnormal or emergency situations in-flight (1.2.1.14) in relation to in-flight simulation of abnormal and emergency situations.

1. Training and checking pilot training course requirements for specific tasks

|  |  |  |
| --- | --- | --- |
| Task title | Type of training/check event permitted | Training course requirement |
| General emergency trainer and competency trainer and checker | General emergency training and competency check | GC1 |
| Line training and check pilot | General emergency training and competency check.  Supervised line flying, line training, new or inexperienced pilot training, conversion training, differences training, remedial training – normal operations only.  Line check - normal operations | GC1  LT1  LC1 |
| Training and check pilot  (Part 138) | General emergency training and competency check.  New or inexperienced pilot training conversion training, differences training, remedial training – normal operations only. | GC1  LT1  LC1 |

#### Training

****Sample text****

A suitably qualified trainer will deliver the GC1, LT1 and LC1 training courses. Alternatively, the HOTC will engage a suitable Part 141 or 142 organisation to carry out the training of training and checking pilot candidates.

Suitably qualified trainers are individuals with previous experience in training flight instructors or examiners, or experienced training and checking pilots.

#### Training syllabi for training of training and checking personnel

****Sample text****

Training syllabi and course report forms detailing the specific training requirements for GC1, LT1 and LC1 are in the section Forms (1.3). The HOTC will approve each candidate on the completed form and save it to the flight crew member’s records.

#### Recurrent checking of training and checking personnel

****Sample text****

The HOTC, or a check pilot nominated by the HOTC, will carry out at least every 12 months, a check of competency of each [Sample Aviation] training and or check pilot in a sample of the roles they are authorised to conduct. The check includes, at least:

* a ground component verifying continued knowledge of current training and checking documentation, forms and syllabi
* knowledge and application of record-keeping processes
* one observation of the ground component of a training course or check
* one in-flight observation of a training session or check.

### Training and competency of training and checking personnel – ACM and MTS

#### General

****Sample text****

[Sample Aviation] may use permanently employed personnel or engage individuals on a part-time, temporary or contract basis to conduct training and checking activities. Trainers and checkers will be selected by the HOTC from employees who have demonstrated above average knowledge, skills, and experience taking advice from the ACM supervisor or MTS supervisor within [Sample Aviation].

#### Training

****Sample text****

All individuals who will be conducting training and checking activities for [Sample Aviation] will undergo training by persons with training experience and qualifications for the proposed task.

Suitably qualified trainers are individuals with previous experience in training air crew members or medical transport specialists, or experienced [Sample Aviation] training and check air crew members and medical transport specialists.

For individuals who are employed on a part-time, temporary or contract basis, the HOTC may use the RPL process to determine the level of training required to conduct the activity.

Induction of part-time, temporary and contract trainers or checkers will be recorded using form TC01 Flight crew member induction checklist.

#### Training syllabi for training of training and checking personnel

****Sample text****

Individuals who conduct air crew member training and or checking, or medical transport specialist training and or checking, must have completed training in accordance with the syllabi in either form AC/MT1 ACM/MTS trainer training record or AC/MT2 ACM/MTS checker training record.

#### Recurrent checking of training and checking personnel

****Sample text****

Air crew members and medical transport specialists who conduct training and checking for [Sample Aviation] must have met [Sample Aviation] recency and proficiency requirements that are the subject of the training and or check.

The HOTC will carry out at least every 12 months, a check of competency of each training or check ACM or MTS in a sample of the roles they are authorised to conduct. This check shall include, at least:

* a ground component verifying continued knowledge of current training and checking documentation, forms and syllabi
* knowledge and application of record-keeping processes
* one observation of the ground component of a training course or check
* one in-flight observation of a training session or check.

## Forms

****Sample text****

1. Sample forms

| Form number | Title | Rev # | Date |
| --- | --- | --- | --- |
| 6A | Single-engine helicopter flight crew member proficiency check report |  |  |
| 6B | Multi-engine helicopter flight crew member proficiency check report |  |  |
| 6C | Single-engine aeroplane flight crew member proficiency check report |  |  |
| 6D | Multi-engine aeroplane flight crew member proficiency check report |  |  |
| A15 | Personnel training and checking record |  |  |
| A21 | HOTC audit report |  |  |
| AC/MT1 | ACM/MTS trainer training record |  |  |
| AC/MT2 | AC/MTS checker training record |  |  |
| GC1 | General emergency trainer/checker check report |  |  |
| LC1 | Line check pilot training record |  |  |
| LT1 | Line training pilot training record |  |  |
| PIC1 | Command training record |  |  |
| PIC2 | Command clearance to line report |  |  |
| TC01 | Flight crew member induction checklist |  |  |
| TC02A | General emergency training course record |  |  |
| TC02B | General emergency check of competency report |  |  |
| TC03 | Conversion training course record |  |  |
| TC04A | Flight crew member line training record |  |  |
| TC04B | Flight crew member line check report |  |  |
| TC05 | Flight crew member proficiency and line check knowledge report |  |  |
| TC07A | Nomination form for training and checking personnel |  |  |
| TC07B | Part 142 listed contracted training and checking organisation record |  |  |
| TC08 | ACM/MTS member induction checklist |  |  |
| TC09A | ACM/MTS conversion training record |  |  |
| TC09B | ACM/MTS conversion proficiency check report |  |  |
| TC10A | ACM/MTS line training record |  |  |
| TC10B | ACM/MTS line check report |  |  |
| TC11 | Differences training record |  |  |
| TC12 | ACM/MTS recurrent proficiency check report |  |  |
| TC13 | Remedial training record |  |  |

****Form 6A – Single-engine helicopter flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Pre-flight, loading and performance planning |  |  |
| Start, lift-off, hover and taxi |  |  |
| Normal take-off and departure |  |  |
| Steep turns |  |  |
| Low flying below 500 ft AGL |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Sloping ground operations |  |  |
| Confined area ops |  |  |
| Manage all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Autorotation to touchdown or power termination |  |  |
| Simulated engine failure during hover or hover taxi |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Manage loss of tail rotor control in forward flight and hover |  |  |
| Recovery from low Rotor RPM |  |  |
| Demonstrate appropriate non‑technical skills |  |  |
| Manage passengers and cargo (Parts 133 and 138) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| For discussion only |  |  |
| vortex ring state |  |  |
| loss of tail rotor effectiveness |  |  |
| low ‘g’ and mast bumping |  |  |
| avoid and recover from inadvertent IMC entry |  |  |
| avoid and recover from last light or reduced visual reference encounter |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

****Form 6B – Multi-engine helicopter flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Pre-flight, loading and performance planning |  |  |
| Start, lift-off, hover and taxi |  |  |
| Normal take-off and departure |  |  |
| Performance Class operations (AEO) as per operator SOPs |  |  |
| Steep turns |  |  |
| Low flying below 500 ft AGL |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Sloping ground operations |  |  |
| Confined area ops |  |  |
| Manage all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Instrument flying – basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Entry to autorotation and recovery to level flight |  |  |
| Simulated engine failure during take‑off and initial climb stage |  |  |
| Simulated engine failure during approach and landing and baulked landing stage |  |  |
| Single engine missed approach |  |  |
| OEI landing |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Manage loss of tail rotor control in forward flight and hover |  |  |
| Demonstrate appropriate non-technical skills |  |  |
| Manage passengers and cargo (Parts 133 and 138) |  |  |
| Understanding and use of AFM category A and B supplements |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| IFR additional manoeuvres – by reference only to the flight deck instruments |  |  |
| Departure and climb after take-off with one engine simulated inoperative |  |  |
| 3D or 2D instrument approach to minima with visual circling |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| Instrument approach with one engine simulated inoperative |  |  |
| Missed approach with one engine simulated inoperative |  |  |
| Simulator activity – otherwise for discussion only |  |  |
| vortex ring condition |  |  |
| loss of tail rotor effectiveness |  |  |
| low ‘g’ and mast bumping |  |  |
| avoid and recover from inadvertent IMC entry |  |  |
| avoid and recover from last light or reduced visual reference encounter |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

****Form 6C – Single-engine aeroplane flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Start and taxi |  |  |
| Normal take-off simulating minimum distance and departure |  |  |
| Stalls |  |  |
| Steep turns |  |  |
| Low flying at 500 ft AGL and reversal turn |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Flapless approach and landing |  |  |
| Crosswind take-off and landing (if conditions permit) |  |  |
| Normal landing simulating minimum distance |  |  |
| Manage fuel and all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Instrument flying – basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Simulated inadvertent IMC entry and recovery |  |  |
| Simulated engine failure and forced landing |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Demonstrate appropriate non‑technical skills |  |  |
| Manage passengers and cargo (Part 133 and 135) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| IFR additional manoeuvres – by reference only to the flight deck instruments |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| 3D or 2D instrument approach to minima |  |  |
| Visual circling from minima |  |  |
| Simulated TAWS alert procedure (if equipped) |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

****Form 6D – Multi-engine aeroplane flight crew member proficiency check report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Initial or recurrent:

Non-command seat:  Yes  No

| Check item | Comments | C / NYC / NA |
| --- | --- | --- |
| Start and taxi |  |  |
| Normal take-off simulating minimum distance and departure |  |  |
| Stalls |  |  |
| Steep turns |  |  |
| Low flying at 500 ft AGL and reversal turn |  |  |
| Circuit re-join and 1 full circuit |  |  |
| Missed approach |  |  |
| Flapless approach and landing |  |  |
| Crosswind take-off and landing (if conditions permit) |  |  |
| Normal landing simulating minimum distance |  |  |
| Manage fuel and all other aircraft systems |  |  |
| Comply with airspace and radio procedures |  |  |
| Instrument flying – basic flight manoeuvres full panel |  |  |
| Instrument flying – recovery from upset and UA full panel |  |  |
| Simulated inadvertent IMC entry and recovery |  |  |
| Rejected take off (touch drills in aeroplane) |  |  |
| Simulated engine failure after take‑off |  |  |
| Simulated partial engine failure |  |  |
| Simulated engine failure with asymmetric approach and landing |  |  |
| Aircraft system malfunctions other than engine failure |  |  |
| Demonstrate appropriate non‑technical skills |  |  |
| Manage passengers and cargo (Part 133 and 135) |  |  |
| Understand duties and responsibilities of PIC |  |  |
| Operate IAW operator and AFM procedures |  |  |
| Carry out sample aerial work operation (Part 138) |  |  |
| Night operations |  |  |
| IFR additional manoeuvres – by reference only to the flight deck instruments |  |  |
| Departure and climb after take-off with one engine simulated inoperative |  |  |
| Use of automation IAW AFM and company SOPs |  |  |
| 3D or 2D instrument approach to minima |  |  |
| Visual circling from minima |  |  |
| Instrument approach with one engine simulated inoperative |  |  |
| Missed approach with one engine simulated inoperative |  |  |
| Simulated TAWS alert procedure (if equipped) |  |  |

|  |
| --- |
| Comments |
|  |

Check pilot acknowledgement

Competent

Not yet competent

Completed:  Yes  No

Flight crew signature: Date:

Check pilot signature: Date:

Form A15 – Personnel Training and Checking Record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Trainee | Training / check details | Complete / competent | Trainee signature | Trainer signature |
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****Form A21 – HOTC audit report****

Details

Date of audit:

Audit period - From: To:

Conducted by:

|  |  |  |
| --- | --- | --- |
| Item | Comments | Compliant  Yes / No |
| Legislative compliance |  |  |
| Exposition/operations manual compliance |  |  |
| Pilot training and checking records |  |  |

|  |  |  |
| --- | --- | --- |
| Part 142 operator | Operator name | Compliant  Yes / No |
| Personnel Part 61 authorisations |  |  |
| Exposition/operations manual receipt |  |  |
| What, if any, improvements can be made? |  |  |

HOFO acknowledgement

Action (select all that apply)

No further action

Discussed with CEO

HOFO signature: Date:

****Form AC/MT1 – ACM/MTS trainer training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

| Topic | Item | Comments | Complete Yes / No |
| --- | --- | --- | --- |
| Principles and methods of instruction | Effective communication techniques |  |  |
|  | Training session planning |  |  |
|  | Evaluating progress |  |  |
|  | Assessment methods |  |  |
|  | Training records management |  |  |
| Practical component and delivery of training | Knowledge of training syllabi |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Demonstration, direction, assistance, observe cycle |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form AC/MT2 – ACM/MTS checker training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

Aircraft type:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Principles and methods of assessment | Preparing candidate |  |  |
|  | Assessment methods |  |  |
|  | Evaluating performance against standards |  |  |
|  | Debriefing techniques |  |  |
|  | Learning methods |  |  |
| Practical component and conduct of checking | Knowledge of check forms |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form GC1 – General emergency trainer/checker check report****

Details

Candidate name: ARN:

Trainer name: Date of completion:

Aircraft type:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Training course topics | General emergency and survival procedures |  |  |
|  | Aerodrome and aircraft security procedures |  |  |
|  | Location and use of emergency and safety equipment |  |  |
|  | Ditching procedures |  |  |
|  | Use of life jackets |  |  |
|  | In-water practical training |  |  |
|  | Use of life rafts (if required) |  |  |
|  | Part 138 – Procedures for dealing with specific emergency situations |  |  |
|  | Rotorcraft – HUET (if delivered) |  |  |
| Conduct of training | Materials and resources |  |  |
|  | Learning methods |  |  |
|  | Assessment methods |  |  |
| Conduct of check | Knowledge of check report forms |  |  |
|  | Planning and methodology of check |  |  |
|  | Resources |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

|  |
| --- |
| Comments |
|  |

****Form LC1 – Line check pilot training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

Aircraft type:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Principles and methods of assessment | Preparing candidate |  |  |
|  | Assessment methods |  |  |
|  | Evaluating performance against standards |  |  |
|  | Debriefing techniques |  |  |
|  | Learning methods |  |  |
| Flight checking | Knowledge of check forms |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Non-command seat operations |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form LT1 – Line training pilot training record****

Details

Candidate name: ARN:

Trainer name: Date of completion:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Item | Comments | Complete Yes / No |
| Principles and methods of in‑flight instruction | Effective communication techniques |  |  |
|  | Training session planning |  |  |
|  | Evaluating progress |  |  |
|  | Assessment methods |  |  |
|  | Training records management |  |  |
| Flight training | Knowledge of training syllabi |  |  |
|  | Planning of sessions |  |  |
|  | Briefing and preparation |  |  |
|  | Threat and error management |  |  |
|  | Demonstration, direction, assistance, observe cycle |  |  |
|  | Non-command seat training |  |  |
|  | Assessment methods |  |  |
|  | Debriefing |  |  |

Trainer recommendation:

HOTC approval:

****Form PIC1 – Command training record****

Details

Crew member name: ARN:

Aircraft type:

|  |  |
| --- | --- |
| Training item | Complete Yes / No / NA |
| Duties and responsibilities for the pilot in command |  |
| Specific operator procedures |  |
| Exposition/operations manual content relating to flight conduct |  |
| Passenger handling |  |
| Pilot in command responsibilities |  |
| Standard operating procedures for the kind of aircraft used for the flight |  |
| Flight planning and fuel policy |  |
| Maintenance release and MEL procedures |  |
| Journey log and technical log |  |
| AFM/RFM contents |  |
| Exposition/operations manual content including guidance material |  |
| Pre-flight, in-flight and post-flight pilot actions |  |
| Normal, abnormal and emergency procedures for the kind of aircraft used for the flight |  |
| Checklist usage and procedures |  |
| Memory items |  |
| Standard departure, arrival and escape routes, special departure procedures and operator procedures for use of suitable forced landing areas |  |
| For aerial work operations, training specific to the kind of aerial work operation to be conducted and training in aerial work passenger briefing and safety demonstrations (if aerial work passengers are carried) |  |
| Flight crew member proficiency check from the command seat |  |

|  |
| --- |
| Command training record comments |
|  |

Trainer certification – all command training items complete

Trainer name:

Trainer signature: Date:

Crew member acknowledgement

Crew member signature: Date:

****Form PIC2 – Command clearance to line report****

Details

Flight crew name: ARN:

Aircraft type:

|  |  |
| --- | --- |
| Clearance to line requirements | Complete  yes / no |
| Command training course |  |
| Proficiency check (command seat) |  |
| Line check (command seat) |  |
| Meets minimum supervised flight hours |  |
| Meets minimum total flight hours for command |  |

|  |
| --- |
| Comments |
|  |

HOTC acknowledgement

The flight crew member has met the relevant CASR and company minimum requirements to operate as pilot in command.

HOTC signature: Date:

****Form TC01 – Flight crew member induction checklist****

Details

Flight crew name: ARN:

| Topics | Complete Yes / No |
| --- | --- |
| HR and admin processes |  |
| ASIC |  |
| Licence check – English proficiency check |  |
| Facility familiarisation |  |
| Outline of organisation’s structure and governance |  |
| Authorised activities conducted by the company |  |
| Exposition/operations manual access, content, structure and amendment processes |  |
| Company forms and associated administration processes |  |
| WHS, safety policy and safety management principles |  |
| DAMP training and induction |  |
| CASA ‘Alcohol and other Drugs’ eLearning |  |
| Aircraft refuelling including drum stock procedures |  |
| Management of aircraft serviceability and defect reporting |  |
| Pilot maintenance training and certification (if carried out) |  |
| Flight planning and fuel policy |  |
| Rostering and fatigue management |  |
| Company-specific approvals or exemptions |  |
| SMS, hazard and incident and accident reporting procedures (Not required until CASA determined implementation date) |  |
| HFP and NTS (Not required until CASA determined implementation date) |  |
| Risk management processes |  |
| Air transport specific |  |
| Air transport operational procedures |  |
| Passenger, cargo and dangerous goods handling |  |
| Specific route/aerodrome briefings |  |
| Aerial work specific |  |
| Task specific operational procedures |  |
| Hazard and risk assessment and mitigation procedures |  |
| FSTD specific (if applicable) |  |
| IOS familiarisation |  |
| FSTD user manual and database familiarisation |  |
| FSTD serviceability and maintenance procedures |  |
| WHS – FSTD safety procedures |  |
| Training and checking pilot specific |  |
| Training syllabi |  |
| Assessment process |  |

Completed:  Yes  No

Trainer signature: Trainer name:

Flight crew signature: Date:

****Form TC02A – General emergency training course record****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Trainer name: Date of training:

Aircraft type(s):

Initial or recurrent:

|  |  |
| --- | --- |
| Training items | Complete Yes / No / NA |
| General emergency & survival procedures |  |
| * survival techniques |  |
| * survival procedures on land & water |  |
| Aerodrome & aircraft security procedures |  |
| * aerodrome security procedures |  |
| * aircraft security checks |  |
| * aircraft security procedures |  |
| Safety & emergency equipment: location, access, use |  |
| * survival kits |  |
| * first aid kits |  |
| * fire extinguishers |  |
| * life jackets |  |
| * life rafts |  |
| * EBS |  |
| * emergency exits |  |
| Life jackets or life rafts carried |  |
| * ditching procedures |  |
| * HUET (rotorcraft) |  |
| * in-water practical life jacket training |  |
| * in-water practical life raft training |  |

|  |
| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Trainer signature: Date:

****Form TC02B – General emergency check of competency report****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Checker name: Date of check:

Aircraft type(s):

Initial or recurrent:

|  |  |
| --- | --- |
| Check items | C / NYC / NA |
| General emergency & survival procedures |  |
| * survival techniques |  |
| * survival procedures on land & water |  |
| Aerodrome & aircraft security procedures |  |
| * aerodrome security procedures |  |
| * aircraft security checks |  |
| * aircraft security procedures |  |
| Safety & emergency equipment: location, access, use |  |
| * survival kits |  |
| * first aid kits |  |
| * fire extinguishers |  |
| * life jackets |  |
| * life rafts |  |
| * EBS |  |
| * emergency exits |  |
| Life jackets or life rafts carried |  |
| * ditching procedures |  |
| * HUET (rotorcraft) |  |
| * in-water practical life jacket training |  |
| * in-water practical life raft training |  |

|  |
| --- |
| Comments |
|  |

Result

Competent

Not yet competent

Checker signature: Date:

Crew member signature: Date:

****Form TC03 – Conversion training course record****

Details

Flight crew name: ARN:

Trainer name: Date of training:

Aircraft type:

|  |  |
| --- | --- |
| Topics | Complete  Yes / No / NA |
| Duties and responsibilities for the flight crew member’s position |  |
| Duties and responsibilities for the pilot in command |  |
| Standard operating procedures |  |
| Normal, non-normal and emergency procedures |  |
| Any flight procedures or manoeuvres, for which the operator holds an approval under Regulation 91.045, or 135.020, of CASR |  |
| Procedures for any other operations conducted by the operator in an aircraft of that type or class that the flight crew member has not previously experienced |  |
| Night operations |  |
| VFR: Procedures to avoid inadvertent entry into IMC and escape from IMC procedures |  |
| IFR: Procedures in the event of a TAWS alert (if equipped) |  |
| Aerial work operations |  |
| Training specific to the kind of aerial work operation being conducted during the flight |  |
| Training in the conduct of an aerial work passenger briefing and safety demonstration for the kind of aircraft being used for the flight. |  |

|  |
| --- |
| Comments |
|  |

Completed:  Yes  No

Flight crew signature: Date:

Trainer signature: Date:

****Form TC04A – Flight crew member line training record****

**\* relevant for Part 133 and 135 only**

Details

Flight crew name: ARN:

Trainer name: Date of training:

Aircraft type: Route:

|  |  |  |
| --- | --- | --- |
| Check items | Comment | Complete Yes / No / NA |
| Pilot documentation |  |  |
| Pre-flight planning |  |  |
| Loading, weight and balance, fuel calculations |  |  |
| Passenger handling, briefings and safety demonstrations |  |  |
| Checklist usage |  |  |
| Start, hover, taxi, take-off |  |  |
| Cruise, navigation, airways procedures |  |  |
| Radio procedures |  |  |
| Traffic management |  |  |
| Descent, approach, hover, taxi and landing |  |  |
| Risk assessment and safety management practices |  |  |
| Ground handling, aircraft parking and public safety |  |  |
| Area, route and airport knowledge |  |  |

Supervised flying record

ICUS: Cumulative ICUS:

Result:  
 Ready for line check

|  |
| --- |
| Comments |
|  |

Training pilot signature: Date:

Flight crew signature: Date:

****Form TC04B – Flight crew member line check report****

**\* relevant for Part 133 and 135 only**

Details

Flight crew name: ARN:

Check pilot name:

Aircraft type: Route:

|  |  |  |
| --- | --- | --- |
| Check items | Comment | C / NYC / NA |
| Pilot documentation |  |  |
| Pre-flight planning |  |  |
| Loading, weight and balance, fuel calculations |  |  |
| Passenger handling, briefings and safety demonstrations |  |  |
| Checklist usage |  |  |
| Start, hover, taxi, take-off |  |  |
| Cruise, navigation, airways procedures |  |  |
| Radio procedures |  |  |
| Traffic management |  |  |
| Descent, approach, hover, taxi and landing |  |  |
| Risk assessment and safety management practices |  |  |
| Ground handling, aircraft parking and public safety |  |  |
| Area, route and airport knowledge |  |  |

Result

Competent

Not yet competent

|  |
| --- |
| Comments |
|  |

Flight crew signature: Date:

Check pilot signature: Date:

****Form TC05 – Flight crew member proficiency and line check knowledge report****

Details

Flight crew name: ARN:

Check pilot name: Date of check:

Aircraft type: Route:

|  |  |  |
| --- | --- | --- |
| Check items | Comment | Complete Yes / No |
| Flight crew licence and medical |  |  |
| Weather and NOTAMs and flight plan |  |  |
| Flight and duty limitations |  |  |
| Loading, weight and balance calculations |  |  |
| Fuel calculations |  |  |
| Alternate aerodrome considerations |  |  |
| Take-off and landing performance calculations |  |  |
| Maps, charts, EFB currency |  |  |
| ERSA emergency procedures |  |  |
| Aerodrome lighting requirements |  |  |
| Use of MR and MEL |  |  |
| Threat and error management |  |  |
| Briefing for airborne component |  |  |
| VFR: Procedures to avoid inadvertent entry into IMC and escape from IMC procedures |  |  |
| IFR: Procedures in the event of a TAWS alert (if equipped) |  |  |

Completed

Yes

No

|  |
| --- |
| Comments |
|  |

Check pilot certification

Signature: Date:

Flight crew acknowledgement

Signature Date:

****Form TC07A – Nomination form for training and checking personnel****

|  |  |  |  |
| --- | --- | --- | --- |
| Name | ARN | Training and checking events authorised | CASA  advice date |
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****Form TC07B – Part 142 listed contracted training and checking organisation record****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Part 142 organisation | ARN | Training and checking events authorised | HOTC acceptance | Audit date |
|  |  |  |  |  |
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****Form TC08 – ACM/MTS member induction checklist****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

|  |  |
| --- | --- |
| Topics | Complete Yes / No / NA |
| HR and admin processes |  |
| ASIC |  |
| English proficiency check |  |
| Outline of organisation’s structure and governance |  |
| Authorised activities conducted by the company |  |
| Company-specific approvals or exemptions |  |
| Exposition/operations manual access, content, structure and amendment processes |  |
| Safety policy and safety management principles (SMS) - Not required until CASA determined implementation date |  |
| Hazard and incident and accident reporting procedures |  |
| Continuing competence and fitness to operate |  |
| Rostering and fatigue management |  |
| Workplace Health and Safety (WHS) |  |
| HFP and NTS - Not required until CASA determined implementation date |  |
| DAMP training and induction |  |
| CASA ‘Alcohol and other Drugs’ eLearning |  |
| Aviation indoctrination e.g. terminology, relevant civil aviation legislation |  |

Completed:

Yes  No

HOTC signature: HOTC name:

Crew member signature: Date:

****Form TC09A – ACM/MTS conversion training record****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Trainer name:

Aircraft type:

|  |  |
| --- | --- |
| Training items | Completed  Yes / No / NA |
| Aircraft |  |
| * exits |  |
| * aircraft systems |  |
| * specialist equipment |  |
| Standard operating procedures |  |
| * ground handling |  |
| * pre-flight |  |
| * safety briefings & demonstrations |  |
| * equipment serviceability checks |  |
| * passenger management |  |
| Non-normal & emergency procedures |  |
| * fumes, fire & smoke |  |
| * pressurisation problems & decompression |  |
| * crew incapacitation |  |
| * evacuation |  |
| * ditching |  |
| Operation specific procedures |  |
| * NVIS |  |
| * winching/rappelling |  |
| * sling load |  |

|  |
| --- |
| Comments |
|  |

Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Trainer signature: Date:

****Form TC09B – ACM/MTS conversion proficiency check report****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Trainer name:

Aircraft type:

| Check items | C / NYC / NA |
| --- | --- |
| Aircraft |  |
| * exits |  |
| * aircraft systems |  |
| * operation specific equipment |  |
| Standard operating procedures |  |
| * ground handling |  |
| * ­safety briefings & demonstrations |  |
| * equipment serviceability checks |  |
| * passenger management |  |
| Non-normal & emergency procedures |  |
| * fumes, fire & smoke |  |
| * pressurisation problems & decompression |  |
| * crew incapacitation |  |
| * evacuation |  |
| * ditching |  |
| Operation specific procedures |  |
| * NVIS |  |
| * winching/rappelling |  |
| * sling load |  |

|  |
| --- |
| Comments |
|  |

Result

Competent

Not yet competent

Crew member signature: Date:

Checker signature: Date:

****Form TC10A – ACM/MTS line training record****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Trainer name:

Aircraft type: Route(s):

|  |  |
| --- | --- |
| Line training items | Complete Yes / No / NA |
| Risk assessment and management |  |
| * Risk assessment considerations |  |
| * Ongoing risk management |  |
| Pre-flight |  |
| * Sign-on procedures |  |
| * Crew briefings |  |
| Ground handling, aircraft parking and public safety |  |
| * Aircraft positioning |  |
| * Arrival & departure procedures |  |
| Passenger handling |  |
| * Boarding |  |
| * Safety briefings and demonstrations |  |
| Line operations |  |
| * Crew communication & co-ordination |  |
| * Use of aircraft systems |  |
| * Use of aircraft equipment |  |
| * Post-flight |  |
| * Documentation |  |
| * Sign-off procedures |  |

|  |
| --- |
| Comments |
|  |

Ready for line check:  Yes  No

Crew member signature: Date:

Trainer signature: Date:

****Form TC10B – ACM/MTS line check report****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Checker name:

Aircraft type: Route(s):

|  |  |
| --- | --- |
| Line check items | C / NYC / NA |
| Risk assessment and management |  |
| * Risk assessment considerations |  |
| * Ongoing risk management |  |
| Pre-flight |  |
| * Sign-on procedures |  |
| * Crew briefings |  |
| Ground handling, aircraft parking and public safety |  |
| * Aircraft positioning |  |
| * Arrival & departure procedures |  |
| Passenger handling |  |
| * Boarding |  |
| * Safety briefings and demonstrations |  |
| Line operations |  |
| * Crew communication & co-ordination |  |
| * Use of aircraft systems |  |
| * Use of aircraft equipment |  |
| Post-flight |  |
| * Documentation |  |
| * Sign-off procedures |  |

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| --- |
| Comments |
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Result

Competent

Not yet competent

Crew member signature: Date:

Checker signature: Date:

****Form TC11 – Differences training record****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Trainer name: Date of training:

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| --- | --- |
| Training items | Complete  Yes / No |
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| Comments |
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Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Checker signature: Date:

****Form TC12 – ACM/MTS recurrent proficiency check report****

Details

Crew member name: ARN:

Crew position:

Aircrew member  Medical transport specialist

Checker name: Date of check:

Aircraft type:

|  |  |
| --- | --- |
| Ground Training | Completion date |
| Safety Management Systems |  |
| Human Factors Principles and Non-Technical Skills |  |

| Check items | C / NYC / NA |
| --- | --- |
| Non-normal & emergency procedures |  |
| * fumes, fire & smoke |  |
| * pressurisation problems & decompression |  |
| * crew incapacitation |  |
| * evacuation |  |
| * ditching |  |
| Line operations |  |
| * risk assessment & management |  |
| * pre-flight procedures |  |
| * ground handling, aircraft parking & public safety procedures |  |
| * passenger handling, briefings & safety demonstration procedures |  |
| * crew communication & co-ordination |  |
| * use of aircraft systems |  |
| * use of aircraft exits & equipment |  |
| * post-flight procedures |  |
| Operation specific procedures |  |
| * NVIS |  |
| * winching/rappelling |  |
| * sling load |  |

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| --- |
| Comments |
|  |

Result

Competent

Not yet competent

Crew member signature: Date:

Checker signature: Date:

****Form TC13 – Remedial training record****

Details

Crew member name: ARN:

Crew position:

Flight crew member  Air crew member  Medical transport specialist

Trainer name: Date of training:

|  |  |
| --- | --- |
| Training items | Complete  Yes / No |
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| --- |
| Comments |
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Trainer acknowledgement

Completed:  Yes  No

Crew member signature: Date:

Trainer signature: Date: